

POSITION DESCRIPTION**M-2****Town of Needham****Administrative Assessor****5/97*****Duties:***

Under the general direction of the Board of Assessors, and in accordance with State statutes and Town by-laws, responsible for property appraisals, valuations, inspections, sub-divisions, land values, records, statistics, reports, and supervision of all administrative and clerical support required by the Assessors' Department.

Supervise the day-to-day operation and administration of the Assessors' Office, including the administrative function of a multi-terminal computer server and network; and training of office staff in the use of D.O.R. CAMA software, Lotus 1-2-3, and WordPerfect.

Coordinate the annual in-house assessment of all property in the community on January 1st of each year; prepare the "Recapitulation Sheet" for submission to the Department of Revenue prior to the setting of the tax rate annually, consistent with the provisions of 100% valuation and Proposition 2½; provide the Board of Selectmen and the general public with detailed information upon which the Selectmen must base their decision whether or not to use the classification provision of Proposition 2 ½, i.e. a split tax rate for commercial and residential properties; document the amount of growth that can be added to the total valuation of the Town for the purpose of calculating the tax levy; and provide professional advice and guidance when necessary and appear as an expert witness in the Massachusetts court system in matters relating to property valuation.

Conduct statistical and mathematical analysis of property values and their relation to recent sales data and other trends in the market; present to the Board of Assessors a plan for revaluation, and the level at which such revaluation should be conducted, including budget preparation for the project and the level of staffing that will be required to implement same; and submit all records and documentation to the Department of Revenue for approval.

Plan and conduct public hearings after valuations have been established; collect and review all abatement applications in a timely fashion, and make recommendation to the Board of Assessors for the disposition of same; and prepare appraisals and all documentation for cases to be tried before the Appellate Tax Board.

Inspect additions, alterations to and demolitions of residential and commercial properties as well as measure and list new buildings; and provide other departments with information from the Assessor's data base to aid them in their functions.

Meet with the Finance Director, Treasurer/Collector, MIS Director and Town Accountant to participate in coordinated financial planning for the Town.

Provide data input for departmental budget; administer approved budget; and perform miscellaneous related duties as required. Prepare a variety of records and reports for the state; work directly and individually with the general public, real estate appraisers, attorneys, and other data collection agencies; and supervise public relations with the media and general public.

Administer the general business activities of the Assessor's Office in dealings and transactions on all real and

personal property records, assessments, revisions, exemptions, abatements, betterments and motor vehicle excise taxes.

Attend meetings of the Board of Assessors and other local officials and department heads to facilitate the assessing process.

Perform other related duties as required.

Basic Knowledge:

Work requires knowledge of tax policy, administration and accepted methods of valuation for "ad valorem" taxation and knowledge of specialized computer software and hardware, including network, spreadsheet, database, statistical and mapping applications equivalent to four years of college training, with a designation of Massachusetts Accredited Assessor.

Experience:

Duties require three to five years of related experience in real estate appraisal and assessing. A valid motor vehicle license is required for this position.

Independent Action:

Work independently on daily management of department activities, referring to the Board of Assessors on formal authorizations, annual revenue projections, policy changes, and major revisions in assessment methodologies.

Supervisory Responsibility:

Supervise department of six persons.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc, may occasionally supervise or inspect in a non-office environment, requiring walking, standing and climbing.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel within the Town to plan, oversee, or provide department services.